

Report for Week Ending 12 September 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCR/BR dossiers continues.

General Information

25X1A9a Mr. [REDACTED], Management Staff/ Forms Management, visited the repository and Records Center last week.

25X1A9a A meeting was held with Messrs [REDACTED] of the Training Office to discuss the possibility of filming the Training records of all agency personnel. Mr. [REDACTED] and Mr. [REDACTED] of the Management Staff also attended this meeting. If this filming is approved, it will be necessary to make duplicate reels as one will be cut up for insertion into film-sort jackets for use at headquarters and the other deposited in reel form as vital materials. Further discussion was to await Mr. [REDACTED] return from St. Paul where he was to obtain more current information as to the delivery date of the new reviewer-reproducer to be used for making hard copies from the film sort jackets at headquarters.

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A memorandum was received from OCR authorizing the withdrawal of 1854 reels of microfilm from the repository.

25X1A9a Mr. [REDACTED] transferred to the DD/P Management Staff and Mr. [REDACTED] reported for duty with the Records Management Staff.

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I attended a meeting of the committee established to recommend furniture standards for the new building. Conclusion reached at the meeting were as follows:

- a. Before the next meeting in 2 weeks, Mr. [REDACTED] of the Security Office will try to have specifications developed for a 2 dr. safe cabinet that can be used as a desk Pedestal;

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- b. Mr. [REDACTED] would meet with the Agency architect and establish what Module should be used for delivering the most economical furniture measurements;

- consideration of determining*
c. Furniture supplies would be limited to the 5 companies who could best meet our needs, as determined by the demonstrations held over the past 2 months.

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Recommendation on file space requirements for the DD/P area were forwarded to the Building Planning Staff. The recommendation proposed a 32% reduction in the space requested. However, concurrence to these reductions were not obtained from the requesting offices, as was done in the DDI and DDS areas.



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